

**CIVIL AIR PATROL
U.S. Air Force Auxiliary
Washington Wing
P.O. Box 4459, McChord AFB, WA 98438-0459**

**WA WG Supplement 1
CAPR 66-1
17 March 2004**

**AIRCRAFT MAINTENANCE
CENTRALIZED MAINTENANCE MANAGEMENT PROGRAM**

CAPR 66-1, dated 10 December 2002, is supplemented as follows:

1. OBJECTIVES

- 1 (added)
 - a. This plan, used in conjunction with CAPR60-1 and CAPR 66-1, provides uniform guidelines for the operation and maintenance of Corporate Aircraft assigned to units within Washington Wing.

2. TERMS EXPLAINED

2. (added)
 - k. **AIRCRAFT UTILIZATION COMMITTEE (AUC):** The Washington Wing Aircraft Utilization Committee (AUC) has been established by the Wing Commander to oversee operations of the aircraft assigned to this Wing by National Headquarters, CAP. The responsibility of the Committee is to monitor all factors of the fleet's operation. This includes, but is not limited to, assignment, maintenance procedures, aircraft proficiency flying rates, and resolution of other aircraft related issues. The members of the AUC are as follows:
 1. Vice Commander/CV
 2. Director of Operations/DO
 3. Director of Aircraft Management/LGM
 4. Group Commanders
 - l. **WING AIRCRAFT MANAGEMENT DIRECTOR:** The Wing Director of Aircraft Management (LGM) is organizationally assigned as a separate Wing directorate. The LGM is responsible for administering day-to-day management of the aircraft fleet. These functions include the following:
 - a. Coordinating aircraft repairs,
 - b. Monitoring performance of Unit Maintenance Officers,

Supersedes WAWG Supplement 1, 12 January 2001

OPR: LGM

Distribution: Each Wing Unit (1), National Headquarters/LGM (1)

- c. Tracking aircraft maintenance status, history, and costs by tail number,
- d. Recommending to the Wing Commander, on an annual basis, the per hour charges for non-reimbursed flying.
- e. Collecting and recording Corporate Aircraft monthly flying reports, and
- f. Reporting aircraft status to the Commander and the Director of Operations.

The Wing LGM should be an FAA licensed A&P or Private Pilot, capable of managing the aircraft fleet, and available to the Unit Maintenance Officers of the units below the Wing level.

- m. **UNIT MAINTENANCE OFFICER (UMO):** The UMO should be an FAA licensed Private Pilot or A&P mechanic. The Unit Maintenance Officer will be required to possess a current copy of CAPR 60-1 and CAPR 66-1 as well as this supplement to CAPR 66-1 and be able to communicate with the Wing LGM by telephone, FAX, or electronic mail (e-mail) on a frequent basis. In addition, the UMO will perform the following:
 - a. Coordinate all unit maintenance needs with the Wing LGM,
 - b. Ensure that the assigned aircraft is mission-ready at all times,
 - c. Keep the Wing LGM informed of upcoming maintenance needs,
 - d. Coordinate work details to assure authorized aircraft cleaning and minor maintenance is performed,
 - e. Report to the Wing LGM whenever the aircraft is grounded, and
 - f. Ensure that all parts of this directive are complied with.

3. GENERAL

3. (added)

- a. **AIRCRAFT ASSIGNMENT:** Aircraft assignment within the Wing will be determined by the following factors regarding the receiving unit:
 - 1. Unit's administrative capability,
 - 2. Unit's maintenance capability,
 - 3. Availability of a qualified UMO,
 - 4. The ability of the unit to respond to mission needs,

5. Support facilities for the aircraft; e.g., hangar or tie-down, repair stations, IFR facilities,
6. Personnel to support the mission of the aircraft; i.e., pilots, observers, scanners, maintenance personnel,
7. The financial posture of the unit, and
8. The unit's willingness and ability to comply with National and Wing CAP directives.

The Washington Wing AUC will be responsible for making recommendations for aircraft assignment. The final decision regarding aircraft placement and assignment will be the prerogative of the Wing Commander.

- b. **TEMPORARY AIRCRAFT ASSIGNMENT:** Any Corporate aircraft may be temporarily assigned or loaned to another unit by the assigned unit's Group Commander or the Wing Commander. Details for such a transfer should be coordinated with the commander of the two units involved. Notification, including details of the transfer/loan, must be made to Wing Headquarters/DO and LGM. Failure to utilize the maximum usefulness of the aircraft will be grounds for reassignment.
- c. **MINIMUM FLIGHT TIME REQUIREMENTS:** In order to justify the aircraft in the fleet, each Wing within CAP Pacific Region must assure that each aircraft flies a minimum of 250 hours per year. Therefore, each unit must likewise assure that the aircraft assigned to that unit flies a minimum of 250 hours per year. Aircraft not meeting this requirement are subject to reassignment.

4. RESPONSIBILITIES

4. (added)

- a. **LEVELS OF MAINTENANCE SUPPORT:** There are three basic levels of maintenance responsibility or support.

The National Headquarters level of maintenance support covers major items such as new engines, overhauls, propellers, avionics replacement, complete re-painting, and interior refurbishment.

The Wing level is responsible for coordinating repairs covered by funds from the National HQ level and other aircraft operations; i.e., annual inspections, 100 hour inspections, and other maintenance not covered by National Headquarters.

The units operating the aircraft will perform organizational level maintenance as permitted under FAR Part 43 classified as “specific types of preventative maintenance”. Records of preventive maintenance will be recorded in the appropriate log book to include: a description of the work performed, date of completion, and signature and certificate number of the person approving the aircraft for return to service (FAR Part 91-417).

Aircraft maintenance needs are to be communicated from the pilot to the Unit Commander or the UMO. The UMO will, in turn, contact the Wing/LGM. Any maintenance contacts with Region or National HQ will be done by the Wing/LGM, the Wing Commander, or the State Director CAP-USAF or their designee.

5. RECORDS

5. (added)

- a. **AIRCRAFT MAINTENANCE LOGBOOKS:** Each aircraft will have a separate logbook for each of the following:
 1. Engine
 2. Airframe
 3. Propeller
 4. Avionics

These aircraft logbooks will not be left in the aircraft unless as temporarily required for maintenance to be performed away from the assigned base of operations. The logbooks will be securely stored in the unit's files. It is the responsibility of the UMO to assure that the logbooks are safely stored and that all repairs, servicing, and other maintenance items are properly logged in the appropriate logbook and signed off by an authorized individual. The Standardized Wing Flight Notebook will normally serve as the onboard aircraft records, including maintenance status, in conjunction with the POH.

- b. **STANDARDIZED WING FLIGHT NOTEBOOK:** Each Washington Wing Corporate Aircraft will have a Standardized Wing Flight Notebook. This notebook will contain, as a minimum, the following forms and other information in the order shown:

1. WWForm 87 – Aircraft Discrepancy Log (attachment 1)
2. WWForm 87a – Scheduled Aircraft Maintenance and Deferred Discrepancy Log (attachment 2)
3. WWForm 88 – Aircraft and Flight Crew Activities Record (attachment 3)
4. WWForm 96 – VOR Check Log (attachment 4)
5. WWForm 90 – Monthly Aircraft Flight Status Report (attachment 5), copies from preceding 3 months
6. WWForm 97 – Aircraft Information File (attachment 6)
7. Military Landing Permits
8. Tax Exempt Documents

All pilots must ensure that the foregoing forms, items 1 through 4, are reviewed prior to each flight and are properly filled out following each flight. All pilots will further verbally report all discrepancies (squawks) to the UMO who will report them to the Wing/LGM.

The UMO will review the Flight Notebook weekly to assure compliance with this directive and to also determine the maintenance status of the aircraft and assure that all entries in WWForm 87 are corrected or deferred and entered into WWForm 87a. This review will be reported to the Wing/LGM as delineated in the following paragraph.

- c. **REPORTS:** At the end of each month, the UMO or the Unit Operations Officer will collect the WWForm 87s and WWForm 88s from the aircraft, correct them for errors and omissions, prepare the WWForm 90, Monthly Aircraft Flight/Status Report (attachment 4), and send this report, with a check issued by the squadron, for all monies due, to Wing HQ. This report, with the check, must arrive by 1600 hours at Wing HQ in accordance with the schedule shown in WWForm 2 (the Wing Reports Control Calendar). Late, erroneous, incomplete reports, or unpaid obligations are grounds for aircraft reassignment. Units are advised to make photocopies of all reports for unit records.
- d. **AIRCRAFT RECORDS:** All records, flight logs, etc. are permanent aircraft records and will be forwarded to the Wing/LGM without delay for safekeeping. These records are required as a part of the maintenance history when the aircraft is transferred, sold, or otherwise disposed of. Invoices for work performed or purchases will be forwarded to the Wing Director of Finance.

- e. WASHINGTON STATE REGISTRATION: Each corporate aircraft is registered with the State of Washington. Therefore, in addition to the documents required by the FAA (A.R.O.W.), the state registration certificate will be placed with those documents in the aircraft.

8. AIRCRAFT INSPECTIONS

8. (added)

- g. INSPECTION PERSONNEL: All Wing aircraft are to be made available for inspection as required by the following Wing personnel: Commander, Director of Operations, Director of Safety, Director of Aircraft Management (LGM), Director of Logistics (LG), State Director (CAP-USAF) and the Assistant State Director (CAP-USAF) as well as the Mission Coordinator of an active mission, or any designee of the preceding personnel upon formal request. Of course, these inspections do not relieve the pilot from performing a complete preflight inspection.

9. ORGANIZATIONAL MAINTENANCE

9. a. (added)

- 5) OIL TO BE USED: All corporate aircraft will use Aeroshell 100 oil. Exceptions to the use of this oil include:
 - 1. Oils specified for use during engine break-in and
 - 2. Aeroshell 60 or 80 (30 or 40 viscosity) oil may be used for operations in unusually cold weather if authorized by the Wing/LGM.
 - 3. Multigrade oils will not be used.
 - 4. In the event the above approved oil is not available, any oil meeting the standards specified in the aircraft POH may be used on a temporary basis.
- 6) OIL ANALYSIS: A sample of the oil removed from the engine at any oil changes will be submitted for analysis. Care must be taken to assure the removed oil is not contaminated by dirt, grease, etc. when the sample is obtained. The preferred vendor for these analyses is Aviation Oil Analysis of Phoenix, AZ. The LGM may be able to provide the oil analysis kits or they may be purchased from most aviation parts and supply

outlets. The original of the oil analysis report will be sent to the Wing/LGM.

9. (added)
 - i. **REQUESTS FOR MAINTENANCE:** Requests for maintenance will be made to the Wing/LGM or his designee by the Unit Commander or the UMO. The requestor should have information ready regarding the nature of the problem/repair and information as to the inspection status of the aircraft. The requestor is encouraged to make suggestions as to the FBO where maintenance can be done. Only the LGM or the Wing Commander or their designee may authorize maintenance action. If the maintenance request is approved, the LGM will issue a Maintenance Authorization Number. Units proceeding with maintenance activity without obtaining a Maintenance Authorization Number must be prepared to pay for that activity or repair. Any maintenance activity that may obligate the Wing in any way must receive a Maintenance Authorization Number assigned by the Wing/LGM or his designee before that activity may be initiated.
 - j **PREVENTIVE AND OTHER MAINTENANCE ACTIVITY:** It is encouraged that member pilots or member A&Ps perform these maintenance actions:
 1. Replacing lights (e.g., landing, taxi, beacon, strobe, panel),
 2. Replacing tires and tubes,
 3. Replacing batteries,
 4. Assisting in 100 hour and annual inspections under the supervision of a licensed A&P or IA (when permitted by the FBO), and
 5. Mid-term oil changes.
 - k. **AIRCRAFT CLEANLINESS:** It is the responsibility of the unit to which the aircraft is assigned to keep it clean at all times including the exterior, interior, and all window surfaces.
 - l. **CORROSION CONTROL:** All Washington Wing aircraft will have corrosion prevention treatment performed annually during a 100 hour or annual inspection. A record of this treatment must appear in the airframe log book.
 - m. **MAINTENANCE FLIGHTS:** Maintenance flights are paid for by Wing only when approved in advance of the flight and a Maintenance Flight Authorization Number is assigned by the Wing/LGM or his designee. This number must appear on the WWForm 88 and on the fuel slip as well as Hobbs hours flown. Upon completion of the flight, the Hobbs hours must be reported to the Wing/LGM.

- n. **MAINTENANCE ANNUAL REPORTING:** At the end of each fiscal year, the UMO will provide an record, for the preceding fiscal year, of:
- a. All oil changes accomplished over with date, tach time, and a copy of the pages from the engine log book showing appropriate entries;
 - b. All 100 hour and annual inspections with date, tach time, and a copy of the page from the engine and airframe log book showing appropriate entries;
 - c. Pitot-static system and transponder checks performed with date, tach time, and a copy of the page from the airframe log book showing appropriate entries;
 - d. The date that the corrosion control treatment was last performed and a copy of the page from the airframe log book showing appropriate entries;
 - e. The date when engine mounts and fluid carrying hoses were last replaced in accordance with CAPR 66-1, paragraph 10.a.; and
 - f. The current time on the engine, propeller, governor and the recommended TBO for each of these items.

11. REQUIRED EQUIPMENT

1. h. (supplemented)

- h **SURVIVAL KIT CONTENTS:** The contents of the survival kit carried in each aircraft shall, as a minimum, contain the items listed in attachment 7 to this supplement. The survival kit shall be inspected and weighed annually and the weight marked on the kit exterior.

14. FINANCIAL ACCOUNTING

14. b (supplemented)

1. **AIRCRAFT PROFICIENCY FLYING RATES:** As a part of the annual finance report, the Wing Finance Director provides aircraft operating cost data by aircraft 'N' number (these data will not include reimbursements as received by National HQ and other sources). These data will then be analyzed to determine the hourly operating rates by aircraft type from which a recommended hourly rate to be charged for proficiency flying will be generated. As a member of the Wing AUC, the Wing/LGM will provide this

recommendation to the AUC. The Wing Commander will then make the final determination as to the rate to be charged for all proficiency flying. All of the foregoing is based on Hobbs time.

Similarly, operating cost data are generated for the Washington Wing gliders and associated tow vehicles on a per launch basis. The costs will vary by tow vehicle type (aircraft or ground vehicle) and, in the case of a powered aircraft tow, altitude gained above runway altitude, and glider flight time.

Insufficient data are currently available from which to determine the operating costs for both the tow vehicle or tow aircraft and the gliders. Until comprehensive data are obtained, the charge per launch for the Washington Wing gliders will be:

<u>Altitude Gained (ft. AGL)</u>	<u>Launch Charge</u>
Ground Tow	\$5.00
0 to 3000	\$25.00
3100 to 4000	\$30.00
4100 to 5000	\$35.00
5100 to 6000	\$40.00

If the money collected exceeds the actual aircraft costs, the excess will be applied to the glider program costs.

Glider flight charges are based on flight time; defined as the elapsed time from the start of the takeoff roll until the glider comes to rest after landing. These charges are in addition to the launch charges and are:

<u>Flight Time (minutes)</u>	<u>Charge</u>
0 to 18	\$5.00
each additional 18	an additional \$5.00

Note: 18 minutes is 0.3 hours

Glider operational information and charges accrued, will be reported for each launch using form WWF 88G (Attachment 8).

Members authorized to fly privately owned or rental aircraft on authorized missions must file for reimbursement as outlined in CAPR 60-1. The owner or renter is totally responsible for the aircraft maintenance. Rental expenses will not be paid.

15. STORAGE AND TIE-DOWN

15. b (supplemented)

Tiedown ropes or straps will be replaced every five years at most or earlier as dictated by their condition.

18. AIRCRAFT GROUNDING

18. (added)

GROUNDING OF AIRCRAFT: Any commander, pilot, safety officer, or UMO is authorized to ground aircraft that is deemed to not be airworthy. The person grounding an aircraft is required to immediately notify the UMO or unit Commander of the grounding action who will in turn notify the Group Commander, Wing/DO, and LGM. The aircraft will remain grounded until the Wing/LGM releases the aircraft back into service. The following are examples of reasons for grounding and aircraft:

- a. Due for 100 hour or annual inspection
- b. Due for oil change
- c. Tire cord showing or splitting of the tire to the cord
- d. Missing bolts or cotter pins
- e. Loose cowling or wheel pants
- f. Missing or inoperative required instruments or equipment per FAR 91.213 (d) (iii), (2), (3ii) d (4)
- g. Inoperative transponder and altitude reporting equipment (as required) per FAR 91.215
- h. Significant nicks in the propeller

19. AIRCRAFT SECURITY

19. (added)

AIRCRAFT SECURITY: The UMO is responsible for utilizing all anti-theft measures reasonably available. Precautions must also be taken to assure that the aircraft has minimum likelihood of being struck by aircraft or ground vehicles while tied down.

The UMO will also notify the Wing/DO and Wing/LGM of the combinations used and procedures for accessing the aircraft and keys. The location of the aircraft should be given with simple directions from obvious landmarks understandable by a person not familiar with the field. The aircraft must be accessible at all times without the necessity to contact any individual.

20. COLD WEATHER OPERATION

20. (added)

COLD WEATHER OPERATIONS: During cold weather (below 40 degrees F), a review of the aircraft's cold weather procedures will be conducted by the UMO with the unit pilots to include:


- a. Preheating procedures,
- b. Cold starting procedures,
- c. Priming requirements and cautions,
- d. Engine warm-up procedures, and
- e. Aircraft surface deicing procedures.

21. GROUND HANDLING PROCEDURES

21 (added)

GROUND HANDLING: All personnel will exercise extreme caution when ground-handling aircraft. Anytime the aircraft is within ten feet of a structure, vehicle, or another aircraft, at least one other person must be available to monitor the wings and empennage of the aircraft during any ground movement. A nose wheel tow-bar will be used whenever ground handling is necessary. For high wing aircraft, only the wing struts, the propeller near the spinner, and the tow-bar will be used as push or pull points. For low wing aircraft, only the tow-bar and the propeller near the spinner will be used for a pull point while the wing leading edge may also be used as a push point. Pushing down on the horizontal stabilizer, vertical stabilizer, or aft fuselage in order to pivot a CAP aircraft is prohibited.

DESMOND REID,
Captain, CAP
Director of Administration


ROY L. STEPHENSON,
Colonel, CAP
Wing Commander

Attachments:

- | | | |
|---------------|--------------------------------------|--|
| 1. WWForm 87 | Dated May 97 | Aircraft Discrepancy Log |
| 2. WWForm 87a | Dated May 97 | Scheduled Aircraft Maintenance & Deferred
Discrepancy Log |
| 3. WWForm 88 | Dated Feb 03 | Aircraft and Flight Crew Activities Record |
| 4. WWForm 90 | Dated Jan 03 | Monthly Aircraft Flight/Status Report (2 pages) |
| 5. WWForm 96 | Dated Jun 87 | VOR Check Log |
| 6. WWForm 97 | Dated Jun 91 | Aircraft Information File |
| 7. | Survival Kit, Minimum Equipment List | |
| 8. WWForm 88G | Dated Feb 04 | Glider Flight Activity Record |

Supersedes WAWG Supplement 1, 12 January 2001

OPR: LGM

Distribution: Each Wing Unit (1), National Headquarters/LGM (1)

AIRCRAFT DISCREPANCY LOG					
CIVIL AIR PATROL AIRCRAFT - WASHINGTON WING					
CAP Charter:		Tail number:		Aircraft model:	
Flight ref. #	Item #	Discrepancy:	Corrective action:		
		Discrepancy entered by:	Corrected/inspected by:	Rating	Date
Flight ref. #	Item #	Discrepancy:	Corrective action:		
		Discrepancy entered by:	Corrected/inspected by:	Rating	Date
Flight ref. #	Item #	Discrepancy:	Corrective action:		
		Discrepancy entered by:	Corrected/inspected by:	Rating	Date
Flight ref. #	Item #	Discrepancy:	Corrective action:		
		Discrepancy entered by:	Corrected/inspected by:	Rating	Date
Flight ref. #	Item #	Discrepancy:	Corrective action:		
		Discrepancy entered by:	Corrected/inspected by:	Rating	Date
Flight ref. #	Item #	Discrepancy:	Corrective action:		
		Discrepancy entered by:	Corrected/inspected by:	Rating	Date
Flight ref. #	Item #	Discrepancy:	Corrective action:		
		Discrepancy entered by:	Corrected/inspected by:	Rating	Date

WWForm 87 May 1997 **PREVIOUS EDITION IS OBSOLETE**

WWForm 87 Dated May 1997 **AIRCRAFT DISCREPANCY LOG**

Supersedes WAWG Supplement 1, 12 January 2001

OPR: LGM

Distribution: Each Wing Unit (1), National Headquarters/LGM (1)

SCHEDULED AIRCRAFT MAINTENANCE & DEFERRED DISCREPANCY LOG

Distribution: Each Wing Unit (1), National Headquarters/LGM (1)

WASHINGTON WING CIVIL AIR PATROL AIRCRAFT FLIGHT & SERVICING RECORD

UNIT NAME:		A/C 'N' #:		A/C MAKE & MODEL:		MONTH & YEAR:			
FLIGHT INFO		CREW NAMES		OPERATING TIMES		MISSION or PAY INFO		RELEASES/REMARKS	
				TACH	HOBBS	FUEL / OIL			
DATE:	PIC:					FUEL:		REL NAME:	
				STOP				REMARKS:	
REF #:	FRONT:					OIL:			
				START		CHECK #:		AMT	
FLT CODE:	REAR:					SRV CODE:		SERVICED AT:	
				TOTAL:					
DATE:	PIC:					FUEL:		REL NAME:	
				STOP				REMARKS:	
REF #:	FRONT:					OIL:			
				START		CHECK #:		AMT	
FLT CODE:	REAR:					SRV CODE:		SERVICED AT:	
				TOTAL:					
DATE:	PIC:					FUEL:		REL NAME:	
				STOP				REMARKS:	
REF #:	FRONT:					OIL:			
				START		CHECK #:		AMT	
FLT CODE:	REAR:					SRV CODE:		SERVICED AT:	
				TOTAL:					
DATE:	PIC:					FUEL:		REL NAME:	
				STOP				REMARKS:	
REF #:	FRONT:					OIL:			
				START		CHECK #:		AMT	
FLT CODE:	REAR:					SRV CODE:		SERVICED AT:	
				TOTAL:					
DATE:	PIC:					FUEL:		REL NAME:	
				STOP				REMARKS:	
REF #:	FRONT:					OIL:			
				START		CHECK #:		AMT	
FLT CODE:	REAR:					SRV CODE:		SERVICED AT:	
				TOTAL:					
DATE:	PIC:					FUEL:		REL NAME:	
				STOP				REMARKS:	
REF #:	FRONT:					OIL:			
				START		CHECK #:		AMT	
FLT CODE:	REAR:					SRV CODE:		SERVICED AT:	
				TOTAL:					

SERVICE CODES: 1 = A/C Not serviced (Explain in Remarks) 2 = Personnel Payment 3 = Corporate credit card 4 = Other (Explain in Remarks)
 WWF-88 February 2003 (Previous Editions are Obsolete) Send this form along with WWF-90 To Wing HQ by 10 of Next Month

WWForm 88 Dated February 2003 AIRCRAFT AND FLIGHT CREW ACTIVITIES RECORD

Supersedes WAWG Supplement 1, 12 January 2001

OPR: LGM

Distribution: Each Wing Unit (1), National Headquarters/LGM (1)

Washington Wing MONTHLY AIRCRAFT FLIGHT/STATUS REPORT (Please Type or Print)			
Fill in all spaces for corporate aircraft. Fill in shaded spaces only for non-corporate aircraft.			
Unit Name		Charter Number PCR-WA-	Date
Aircraft Number N	Aircraft Type	Report for the month of 20	
PART I: AIRCRAFT STATUS			
Hobbs Time End		Tach Time End	
Hobbs Time Start		Tach Time Start	
Total Hobbs Time for the Month		Total Tach Time for the Month	
Airframe Total Operating Time Since New (Hobbs)	Engine Total Operating Time (Tach)	Engine Time Since Rebuild (Tach)	
Tach Time at Last 100 Hour Inspection	Date of Last Annual Inspection	Tach Time at Last Oil Change	
Date of Last VOR Check	Date of Last Transponder and Static System Check	Date Fire Extinguisher Last Checked	
Date Tie-Down Last Inspected	Date Survival Kit Last Checked	Date on ELT Battery	
Date of Last A/C Security and Equipment Check	Date of Last Wash: Wax:	Date of Last ELT Functional Test	Aircraft is Currently Kept: <input type="checkbox"/> Hangered <input type="checkbox"/> Tied-Down Outdoors
PART II: MONTHLY AIRCRAFT USAGE			
Total days the aircraft was in service this month; _____			
Total flying hours this month (Hobbs); _____ a			
Flying hours this month on Air Force reimbursable missions; _____ b			
PART III: FINANCE			
Air Force non-reimbursable flying hours (a - b); _____ c			
Authorized Maint. & L1 hours (see other side, this form); _____ d			
Authorized Cadet O' Rides, B15, (see other side, this form); _____ e			
Total billable hours (c - d - e); _____ f			
The current maintenance rate for this aircraft is; _____ g			
Total due to Washington Wing is (f X g); _____			
Total enclosed is (payable to Washington Wing CAP); _____			
Typed/Printed Name and Grade of Commander or Operations Officer:			Signature:
WW FORM 90 JANUARY 2003 PREVIOUS EDITIONS ARE OBSOLETE		Mail completed report to: Washington Wing, CAP/LGM P.O. Box 4459 McChord AFB, WA 98438-0459	

WWForm 90 Dated January 2003 MONTHLY AIRCRAFT FLIGHT/STATUS
REPORT (Page 1)

Supersedes WAWG Supplement 1, 12 January 2001

OPR: LGM

Distribution: Each Wing Unit (1), National Headquarters/LGM (1)

Fill in all spaces whether reporting on corporate or non-corporate aircraft.

1. List flights with mission numbers on a separate line than those for proficiency flights.
2. "Mission Number or Dollar Am't" column must be filled in for all flights (except L1) and must show the dollar amount, mission number, or Authorization Number for B8 (maintenance) or B15 (CAP Cadet O'Ride) flights.
3. L1 flights are those conducted by the USAF Liason Officer.

[illegible]

WWF 90, JAN 2003 * Add appropriate number to complete mission symbol; e.g., A1, B2, or C4 etc. See CAPR 60-1, Attach. 10
PREVIOUS EDITIONS ARE OBSOLETE

WWForm 90 Dated January 2003 MONTHLY AIRCRAFT FLIGHT/STATUS
REPORT (Page 2)

Supersedes WAWG Supplement 1, 12 January 2001
OPR: LGM Distribution: Each Wing Unit (1), National Headquarters/

WWForm 97 Dated June 1991 AIRCRAFT INFORMATION FILE

OPR: LGM Distribution: Each Wing Unit, National Headquarters/LGM

WASHINGTON WING CIVIL AIR PATROL

P. O. Box 4459
McCHORD AFB, WASHINGTON
98438-0459

MINIMUM EQUIPMENT LIST FOR AIRCRAFT SURVIVAL KIT 1 November 2002

1. Survival guide (e.g., Air Force Pamphlet 36-2246 or Army Manual FM21-76)
2. AA or D cell flashlights, 2, with 2 sets extra batteries
3. Fresh water, 1 gallon total minimum
4. Food bars, 6, 5-year storage life
5. Hard candy, half pound
6. Space blankets, 3
7. Sleeping bags, 2, waterproof
8. Matches, waterproof, 50 in sealed container
9. Fire starter tabs
10. Signal mirrors, 2, CDs
11. Finger saw, heavy duty, with finger rings
12. Emergency fishing kit
13. Survival whistle
14. Pocket compass
15. Water purification tablets, 50
16. First aid kit to include heavy bandages
17. Toilet paper, 2 rolls
18. Soap, 3 bars
19. Garbage bags, 10, orange in color
20. Aluminum foil, 50', heavy duty
21. Insect repellent
22. Sun block lotion
23. 36 hour candle, 2
24. Nylon cord, 500 lb test, 100'

Supersedes WAWG Supplement 1 12 January 2001

OPR: LGM

Distribution: Each Wing Unit (1), National Headquarters/LGM

WASHINGTON WING CIVIL AIR PATROL GLIDER FLIGHT ACTIVITY RECORD

AIRPORT:				DATE:			
UNIT NAME:			GLIDER 'N' #:		MAKE/MODEL:		
CREW NAMES	LAUNCH VEHICLE	I.D. NUMBER	GLIDER RELEASE ALT (FT, AGL)	FLIGHT* TIME (MIN.)	B-15/ENCAMP OR PAY INFO		RELEASER
FRNT:	GRND:				B-15	ENCAMP	REL NAME:
REAR:	AIRCRAFT:				CHECK #	AMT:	REMARKS:
FRNT:	GRND:		ALT (FT, AGL)	TIME (MIN.)	B-15	ENCAMP	REL NAME:
REAR:	AIRCRAFT:				CHECK #	AMT:	REMARKS:
FRNT:	GRND:		ALT (FT, AGL)	TIME (MIN.)	B-15	ENCAMP	REL NAME:
REAR:	AIRCRAFT:				CHECK #	AMT:	REMARKS:
FRNT:	GRND:		ALT (FT, AGL)	TIME (MIN.)	B-15	ENCAMP	REL NAME:
REAR:	AIRCRAFT:				CHECK #	AMT:	REMARKS:
FRNT:	GRND:		ALT (FT, AGL)	TIME (MIN.)	B-15	ENCAMP	REL NAME:
REAR:	AIRCRAFT:				CHECK #	AMT:	REMARKS:
FRNT:	GRND:		ALT (FT, AGL)	TIME (MIN.)	B-15	ENCAMP	REL NAME:
REAR:	AIRCRAFT:				CHECK #	AMT:	REMARKS:
FRNT:	GRND:		ALT (FT, AGL)	TIME (MIN.)	B-15	ENCAMP	REL NAME:
REAR:	AIRCRAFT:				CHECK #	AMT:	REMARKS:
FRNT:	GRND:		ALT (FT, AGL)	TIME (MIN.)	B-15	ENCAMP	REL NAME:
REAR:	AIRCRAFT:				CHECK #	AMT:	REMARKS:
FRNT:	GRND:		ALT (FT, AGL)	TIME (MIN.)	B-15	ENCAMP	REL NAME:
REAR:	AIRCRAFT:				CHECK #	AMT:	REMARKS:
FRNT:	GRND:		ALT (FT, AGL)	TIME (MIN.)	B-15	ENCAMP	REL NAME:
REAR:	AIRCRAFT:				CHECK #	AMT:	REMARKS:
FRNT:	GRND:		ALT (FT, AGL)	TIME (MIN.)	B-15	ENCAMP	REL NAME:
REAR:	AIRCRAFT:				CHECK #	AMT:	REMARKS:
WWF-88G February 2004			TOTAL TIME:		Note: Transfer total time to glider flight log at end of each day.		

Attachment 8 to CAPR66-1 Washington Wing Supplement

* Flight time runs from start of T/O roll to the end of landing roll.

Send this form to Wing/LGM by the first Wednesday on or after the 10th of the next month

WWForm 88G Dated February 2004 GLIDER FLIGHT ACTIVITY RECORD
 Supercedes WAWG Supplement 1, 12 January 2001
 OPR: LGM Distribution: Each Wing Unit (1), National Headquarters/LGM (1)